



## **FY/14 LNDH FUNCTIONAL TRAINING & TDY FACTSHEET ( updated May 2014 )**

**1. Functional Training must be Priority 1 and a mandatory requirement for the individual to perform the job effectively. Justification will be required by providing reference to AFI or law. Please note there is no provision for developmental training for LNDH employees (attending college to obtain an academic degree etc)**

**2. Training must be requested and approved prior to the start of the training.**

**3. Requests for training with any associated costs must be documented and approved on SF Form 182 if Unit or civilian training funds (PEC 88751) are to be used to fund the training. The continued service agreement (page 4 & 5) is applicable for training over 80 hours and must be signed in advance by the employee**

**4. Training requested via MAJCOM functional for Formal School Training (TDY to Schools) should have a "RIP" (in lieu of SF Form 182) generated which should be appropriately signed.**

**5. The supervisor will normally request training on behalf of the LNDH employee through appropriate source/s.**

**6. Sources for Funding –**

**A. Unit Funds – Base Commander is the approving official. Approval process is conducted through Unit/Squadron Resource Advisors, FSS NAF Payroll Office and local finance office.**

**B. Civilian Training Funds (PEC 88751) – These funds are for civilian priority 1 training which must be requested in advance by each squadron annually through the Annual Training Survey. NOTE – Can only support Appropriated Fund LNDH.**

**C. Formal School Training – Seats are requested through the functional manager at USAFE. CT seats are funded centrally. CP seats are unit funded and need to have local approval as advised above for using unit funds.**

**7. The SF Form 182 is the Request/Agreement/Approval process for civilian training. The form should be used when costs and/or TDY involved.**

**A. The individual should complete SF 182 form and provide individual's information and course information with accurate costs and funding source information and appropriate signatures.**

**B. The form should be forwarded to Civilian Personnel Office POC Christina Switzer for final approval and verification (including verification of Base Commander Approval if required).**

**8. Formal School training requests should generate a "RIP". This is a 3 or 4 page information sheets with class details and a TLN NUMBER, which is sent to the individual from the Civilian Personnel Office POC Stacey Haylock for signature by the employee and supervisor. The seat in the class is confirmed on receipt of the signed forms.**

**9. Training can involve a registration fee but no TDY. The registration cost can be paid on a UNIT GPC card. A copy of the approved SF Form 182 should be placed in the GPC folder with the invoice and receipt.**



### **TDY information for LNDH employees**

**1. Unit funded/Civilian training funded TDY's require SF 182 Form.**

**2. Individuals are responsible for completing their own TDY Orders for unit funded training on DD 1610 form. TDY Orders are approved through Unit/Squadron Resource Advisors and local finance office.**

**3. TDY Orders will be completed by the Civilian Personnel Office (training) if civilian training funds are used.**

**4. Formal School (centrally funded) CT quota TDY Orders are completed by the individual using TDY to Schools website. Civilian Personnel Office training section will assist individuals with the process if required.**

**5. LNDH employees follow the JTR VOL 2 regulations for civilians.**

**A. Per Diem rates apply for the location of the TDY.**

**B. Partial rates apply for travel days.**

**C. A per diem rate is the daily allowance to cover meals and incidental costs.**

**D. Lodging rate is the expense actually incurred or the maximum allowed daily rate for the TDY location, whichever is less.**

**E. Receipts are required for all expenses over \$75 and for lodging costs regardless of the amount paid for lodging.**

**F. Receipts must be provided with the claim form.**

**G. Rental cars are not normally authorized for TDY.**

**6. LNDH can obtain an 80% advance of estimated costs through Unit/Squadron Resource Advisors, FSS NAF Payroll Office and the finance office.**

**7. LNDH is authorized to purchase medical insurance in appropriate circumstances. New Policy dated 14<sup>th</sup> May 2014 advises employees that are required to be TDY outside the UK may be reimbursed costs for medical insurance up to a maximum amount depending on length of TDY. EHIC card must be used for medical cover, which is free if appropriate for TDY destination in Europe. Full policy letter is available on Civilian Personnel website (see Para 16B below).**

**8. LNDH are authorized the cost of the Visa Waiver form when travelling to the US, which must be authorized on the DD 1610 TDY Orders. On-line Visa waiver must be completed at least 72 hours before departure to the US. The visa waiver is valid for 2 years (see link in para 16E below). New Policy letter dated 14<sup>th</sup> May 2014 makes provision for a maximum payment of 40 pounds towards the cost of a passport. There is no reimbursement for personal passports obtained prior to 1 Jun 2014 or prior to official notification of the TDY by your immediate supervisor. Full policy details are available on the Civilian Personnel web page.**

**9. Flights are always booked through the local SATO office.**

**A. Flights to the US will be booked to a centrally billed account initially and tracked back to the correct funding source. Therefore the LNDH will not have to pay upfront for any flight costs to the US.**

**B. Flights to Germany may require payment and therefore the cost will be reimbursed on the claim form.**

**10. Travel Time –**

**A. Monetary payment cannot be made for travel time. Any travel time will be taken as time off at a time as agreed with the supervisor at the normal rate.**

**B. Travel to the US may start up to 2 days in advance of course start (due to time difference), up to 1 day is allowed for return. For other overseas locations including Germany, travel should start the day before the class and the student should return within the day following the class. For travel within the UK travel time will depend on location For more detailed information contact EMR team Civilian Personnel Office, DSN 238-3073 ( Mildenhall), 238-3075 (Lakenheath) or 238-3667 (501<sup>st</sup> Bases).**

**C. Approval for travel time is required in advance.**

**11. The LNDH form for claiming expenses is the DD Form 1351-2 claim form. The claim should be verified by the supervisor then forwarded through Unit/Squadron Resource Advisors, FSS NAF Payroll Office and local finance office who will verify and forward to the NAF pay office. Payment will be made into the same bank account as salary. The form should be completed in dollars but the payment will be in pounds.**

**12. When travelling to the USA an individual must have at least 6 months remaining on the passport on the return entry date into the UK.**

**13. New Policy dated 11 March 2014 directs in certain circumstances “No Cost to the Government” training may be appropriate. Full details are in the policy letter which can be found on the Civilian Personnel web page.**

**14. It is advised LNDH keep copies of training certificates. Only unit mandatory training and mandatory supervisory training will be updated automatically. Individuals can provide training certificates to Civilian Personnel Office Training Section.**

**15. Any Questions?      POCs Christina Switzer 100FSS/FSMC DSN 238-4063  
Stacey Haylock 100FSS/FSMC DSN 238-4139**

**16. Useful Websites with links –**

**A. Per Diem Rates: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>**

**Please note all amounts are in US \$**

**B. Civilian Personnel Web Page:**

**<http://www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp>**

**Please see the Installation Training Guide which is posted on the civilian personnel website and gives in depth information regarding training for civilians**

**C. TDY to School: <https://www-r.aetc.af.mil/fm/tools/ttsnet.2.0/login/>**

**Please note that you will need to set a profile before you can complete your own TDY Orders.**

**D. SF Form 182: [http://www.opm.gov/forms/pdf\\_fill/SF182.pdf](http://www.opm.gov/forms/pdf_fill/SF182.pdf)**

**E. VISA Waiver: <https://www.esta-registration.net/apply-esta-registration.php>**

**F. EHIC – European Health Insurance Card**

**<http://www.nhs.uk/nhsengland/healthcareabroad/ehic/pages/about-the-ehic.aspx>**

